



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

MEMORANDUM

DATE: July 16, 2015 **CCPC HO Memo #15-18**

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Maria-Theresa C. Okafor, PhD, MCG, Program Manager
Surveillance and Evaluation Unit, Center for Cancer Prevention and Control

RE: **Performance Measures Action Plan, End of Year FY 2015**

Attachment 1 and Attachment 2 contain data and the Action Plan for Fiscal Year (FY) 2015 End-of-Year Performance Measures Report.

Attachment 1 contains the Performance Measures stated in your Cigarette Restitution Fund Program, Cancer Prevention, Education, Screening, and Treatment grant for FY 2015, along with the data achieved for FY15 (as of July 9, 2015) by type of cancer. Data for each cancer type is presented on separate worksheets (see labeled tabs at the bottom) in the Excel file.

Instructions for Attachment 1

- For each Cancer Type, verify the data entered in the 'Data' column.
- Please confirm any values found in shaded gray cells

Attachment 2 contains the Action Plan form with local program-specific data contained in separate worksheets (tabs) in the Excel file. Attachment 2 is categorized alphabetically into two separate files by program so that the file will not be as large: Attachment 2a (A to F), Attachment 2b (G to W). For programs that did not meet one or more Performance Measures, please **complete the program-specific Action Plan** for your county in Attachment 2 according to the following instructions:

Instructions for Attachment 2

- For each FY 15 Assessment marked as "PM NOT MET" (in bold red font):
 - Please provide a **rationale** for why each Performance Measure was not met AND
 - State the **specific methods and steps** planned to correct this in the future

- Submit the Action Plan via e-mail, along with the Progress Report, Narrative and Budget Summary to Cindy Domingo (cindy.domingo@maryland.gov) and to your lead Cigarette Restitution Fund Programs Unit contact person (Dwayne Selph) by **July 31, 2015**.

If you have any questions regarding your Performance Measures or this memo, please contact me at maria-theresa.okafor@maryland.gov or 410-767-2616.

Attachments (sent electronically to Health Officers, CPEST Coordinators)

cc: D. Gugel
S. Hokenmaier
C. Lewis

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